

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

October 11, 2007

4 Page Document

TITLE:	Attorney
POSITION NO:	04419
LOCATION:	Director's Office, Helena
STATUS:	Full-time/Permanent
UNION:	Non
PAY GRADE:	Pay Plan 20, Pay Band 7
STARTING SALARY:	\$52,070 - \$65,088 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	Yes

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Monday, November 5, 2007**. For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: A training assignment may be considered for applicants with less than two years of legal experience. In order to be eligible for a training assignment, applicants must possess a Juris Doctorate and be licensed to practice law in Montana. If a training assignment is offered, the starting pay will be a Band 6 (\$43,392 - \$52,070) for the duration of the training assignment, which may last up to the length of the experience deficiency, not to exceed two years.

TYPICAL DUTIES: This position provides legal advice and represents the department in court and administrative proceedings pertaining to public health issues. The incumbent will also advise and represent the department on issues involving contracts, and privacy and the public right to know laws.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of state district court and administrative contested case procedures and preparation of administrative rule notices; and of laws pertaining to public health, administrative law, and privacy laws is helpful.

Skills: Skill in communication, both verbal and in writing; technical writing; legal research methods and techniques including LEXIS or Westlaw and the internet; and computer software programs including, but not limited to, Microsoft Word and/or Corel WordPerfect.

Abilities: Ability to effectively communicate verbally and in writing with Department staff, judges, other attorneys and the public; organize; prioritize; and be able to handle a multitude of ongoing issues, cases and complex, confidential, matters.

EDUCATION/EXPERIENCE REQUIRED: Juris Doctorate (J.D.) from an accredited law school with a license to practice law in the state of Montana **AND** two years of professional experience for placement in Band 7 (\$52,070 - \$65,088). Work related experience in laws pertaining to public health, administrative law, privacy and public right to know is preferred.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form; and
3. Supplement questions.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

SUPPLEMENT QUESTIONS

Department of Public Health and Human Services
Title: Attorney
Position: #04419
Location: Director's Office, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your responses to these supplemental questions must be printed clearly or typed on standard 8.5 x 11 inch paper. Each response should be clear, concise and numbered. Since your responses will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

QUESTIONS

NOTE: Answers to the following questions must be specific as to dates and employers. If this supplement is used as a screening tool, some answers may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Please submit two writing samples, e.g., legal brief or legal opinion(s) that you have authored.
2. Please include the number of years of experience and the quantity or extent of experience when responding to the following:
 - a. Please describe your legal experience in the area of public health, public licensing, privacy or public right to know, and administrative law.
 - b. Please describe your experience in litigation or contested case hearing, legal settlement negotiations/mediation, legal discovery practice, and motion practice.